![DGS General Services logo]

Department of General Services
Procurement Division
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TO: **Purchasing Authority Contacts (PACs)**
           Procurement and Contracting Officers (PCOs)
           Small Business/DVBE Advocates

RE: **Commercially Useful Function: Sample Departmental Policy, Evaluation**
          and Determination Worksheet, FAQs, and DVBE Incentive Requirements

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The Department of General Services (DGS), Procurement Division (PD), is the entity responsible for statewide implementation of the Small Business and Disabled Veteran Business Enterprise program regulations resulting from legislative mandates passed into law. Under Government Code and Military and Veterans Code, any California certified Small Business (SB), Microbusiness (MB), or Disabled Veteran Business Enterprise (DVBE) suppliers doing business with the state must perform a Commercially Useful Function (CUF).

Subsequently, buyers are responsible for obtaining the supporting information and documentation including, but not limited to, the Bidder Declaration, Confirmation Letter/Form (as described in the California DVBE Program Requirements and/or Incentive Packet), Standard 843, DVBE Declarations Form (if applicable) and Verification of Current Office of Small Business and DVBE Services (OSDS) Certification regarding CUF whenever a bidder claims SB or DVBE participation. This includes the prime bidder and/or any SB or DVBE subcontractors contracting to perform part of the prime's contract. CUF must be established prior to awarding a contract.

The documents found below were developed to assist with the evaluation of CUF:
- Sample CUF Departmental Policy
- FAQs regarding CUF
- CUF Evaluation and Determination Worksheet
- DVBE Incentive Program Requirements for Goods and Information Technology

These documents are available on the *Commercially Useful Function* webpage at:
- http://www.dgs.ca.gov/pd/Programs/OSDS.aspx

If you have questions regarding this notification, please contact:

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